

# NOTICE OF POSITION VACANCY

No. 2006-4

UNITED STATES DISTRICT COURT  
SOUTHERN DISTRICT OF MISSISSIPPI

## **LAW CLERK** JSP 11-13

**OCCUPATIONAL INFORMATION:** The United States District Court for the Southern District of Mississippi seeks qualified applicants for the position of **LAW CLERK TO A UNITED STATES DISTRICT JUDGE**. Position will be available January 8, 2007.

**POSITION OVERVIEW:** The law clerk will work closely with the Judge on all aspects of the docket and will be assigned responsibility for daily monitoring, research, and writing immediately upon entering on duty. The duty station for this position is Gulfport, Mississippi.

1. Legal research and writing; drafting orders and opinions for judicial review; providing information, guidance and advice to judges on legal issues relating to each case; and making recommendations to judges on individual cases.
2. Communicating with other courts, state and federal agencies, counsel, litigants and court staff regarding court rules and procedural issues, calendaring, and other litigation matters.

**EDUCATIONAL REQUIREMENTS AND EXPERIENCE:** Bar membership, post-J.D. experience and/or extensive legal research and writing experience are desired, but recent law school graduates will be considered. Graduation from an accredited law school is required. Candidates are expected to demonstrate distinction in their law school career through, for example, class standing, law review, legal publications, moot court, clinical programs, advanced degree, or, if applicable, distinction in their post-J.D. experience. A current or previous law clerk to a federal judge with proven experience in civil and criminal cases is preferred.

To qualify for JSP 11, applicant must have graduated from an accredited law school and possess one year legal work experience since graduation. Experience with automated legal research systems and word processing software, such as WordPerfect 10, is required. To qualify for JSP 12-13, additional legal work experience and bar membership will be required.

Legal work experience is progressively responsible experience in the practice of law, in legal research, legal administration, or equivalent experience received after graduation from law school.

Full time starting salary ranges from \$51,972 to \$87,533; actual salary will be based on relevant experience and bar membership.

**Interested applicants should submit a letter of application, together with a detailed resume which includes all applicable educational and professional experience and training to:**

**Honorable Louis Guirola, Jr.  
United States District Judge  
2012 15<sup>th</sup> St., Suite 814  
Gulfport, MS 39501**

**The deadline for submitting application is December 15, 2006.**

Employees of the United States Courts are not included in the government's Civil Service classification. They are, however, entitled to the same benefits as other federal government employees and are subject to mandatory electronic funds transfer participation for payment of net pay. Employment will be provisional, pending the results of a background investigation. All positions with this court are subject to a six-month probationary period.

**The United States District Court, Southern District of Mississippi is  
an Equal Employment Opportunity employer.**